

DOI Work Activity 8A: Acquire and Accession Museum Items

Program Area:	Cultural and Heritage
End Outcome Goal:	PEO 3 - Protect Cultural and Natural Heritage Resources
Intermediate Outcome:	This activity does not align to an intermediate outcome
DOI Sub process:	4d - Conserve resources (perform resource treatments)

Examples/Notes: Museum items are all items formally acquired for the museum collection (i.e. museum property)

Work Activity Description: Includes all costs associated with acquiring and accessioning museum items.

Acquisition is the act or process of acquiring title to items through donation, purchase, exchange, or transfer, and establishing control of field collections that are already in bureau ownership because they originate on bureau lands. Incoming loans are also grouped with acquisitions although they represent acceptance of custody, not ownership.

Acquisition activities also include discovery, evaluation, and appraisal of items considered for acquisition, whether or not the items are ultimately acquired; preparation and completion of acquisition documentation, such as deeds of gift and purchase contracts; preparation of acquisition plans, such as Scope of Collection Statements; meetings of acquisition committees; and providing curation guidance to researchers making field collections. In addition, for archival collections, acquisition includes survey and appraisal.

Accessioning is the process by which DOI formally accepts and establishes permanent legal title (ownership) and/or custody for a museum object or group of objects. A single accession transaction occurs when one or more objects are acquired in the same manner from one source at one time for the museum property collection (411 DM Appendix 1A).

Accessioning involves assigning a sequential number to each accession, recording information about the accession in a permanent log and in an accession record in the bureau's automated system, and establishing a permanent accessions file for the legal and other relevant documentation for the transaction.

Output: Documentation for accessions, scope of collection statements, collection surveys and appraisals.	Unit of Measure: Number of documentations for accessions, scope of collection statements, collection surveys and appraisals.
Inputs: Museum items available for acquisition, Labor, Travel, Supplies and materials, shipping	Cost Drivers: Type of transaction (acquisition); Number and type of items included in transaction, Transportation requirements; etc.

System Interfaces:

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